

**ORMOND BEACH
SITE PLAN REVIEW COMMITTEE (SPRC) MEETING**

9:00 A.M., May 19, 2021

The SPRC Meeting commenced at 9:00 a.m. on May 19, 2021.

I. Attendance

Applicants:

Angel Colon, Robins and Morton Group
Darlinda Copeland, Paradise Point
Mark Dowst, Mark Dowst Engineering
Matt Dowst, Mark Dowst Engineering
Kyle Hall, Tomoka Construction
Austin Schatz, JW Site Development

Staff:

Steven Spraker, Planning Director
Robin Gawel, Senior Planner
Lynn Carter, Utilities Engineer
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official (Zoom)
Jason Weidenmiller, Engineering Inspector
Marcella Miller, Office Manager

II. Meeting with Applicants – Scheduled Items for Review

A. 350 Clyde Morris Blvd. Paradise Point Pre-construction Meeting

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

Mr. David Allen, Planning Civil Engineer, led the preconstruction meeting.

The applicants **provided the following** information regarding 350 Clyde Morris Blvd., Paradise Point Pre-construction Meeting:

- It was stated that Robins and Morton Group are the new contractors. Drawings will be uploaded with the change of contractor information for the building permit asap.
- Currently have the St. Johns Permit. Applications for the DEP, water and sewer will be processed today.
- NDPES will be filed with the contractor and a copy will be sent to Mr. Allen.
- It was stated that a turn lane has been added to the plan.
- TJ at Verdego landscaping company will work with Ms. Culliver on any substitutions or improvements.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Mr. Jason Weidenmiller, Engineering Inspector; and Mr. Tom Griffith, Chief Building Official **provided the following** information:

- The development order and plans have not been approved as of yet. It was advised to send the final amended plans to Ms. Carter and Mr. Spraker and then from there will be uploaded into ProjectDox and batch-stamped. The use permit with the County will also be uploaded for the U-turn maneuver.
- The Building Permit # is 21-1660 and Engineering Permit # is 19-6565.
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- The tentative project schedule for the site work is to be e-mailed to Mr. Allen.
- The permit list was distributed.
- **Building:**
 - It was advised that a first review and comments were made on 1/26/21.
- **Landscaping:**
 - Silt fence requirement on the back of the property by the greenbelt buffer up the entrance, as well as on the triangle-shaped portion of the site. Silt fence also required in front of the entire wetland buffer boundary lines constructed prior to clearing.
- **Testing Requirements:**
 - All density tests are to be submitted to Mr. Weidenmiller.
 - Video all down spouts, long runs, trunk lines, storm sewer and sanitary sewer gravity mains, including the laterals. A city representative must be present.
 - **As-built requirements:**
 - Submit digital preliminary file for review.
 - Final drawings – Submit three (3) paper copies, mylar, disk or digital copies of both pdf and autoCAD.
 - Engineer certify and submit.
- **Inspections/Projects Process:**
 - Erosion Control; silt fence and required tree protection required prior to construction. (preferably not D8)
 - Designation of Construction Entrance: At the main entrance. It was determined that a portion of the construction driveway will be paved and then rocked over.
- **Final Inspection Procedures:**
 - 95 percent review and punch list will be provided by Mr. Weidenmiller.
 - Final Inspection.
- **Engineering, Stormwater & Utility requirements:**
 - The Engineering application costs and a copy of the contract are required.
 - Direction to contact Mr. Weidenmiller when making utility connections.
 - 24-48 hour notice required prior to connections to public utilities.
 - The new standard is epoxy lined bends, valves, tees, etc.
 - Advance notices is required for the night concrete pour.
 - A marked-up diagram is required for the chain-link fence with cloth. It will be included with the engineering permit.
 - Dewatering utilities are through Aberdeen.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Separate permits are required for the entrance sign, fence dumpster enclosure and walls.

- Inspections requested before 6:00 a.m. can usually be accommodated the day of.
- It was advised to make the contractors and inspectors aware of any changes or outstanding items.

III. Adjournment

The meeting adjourned 9:25 a.m.

The SPRC Meeting commenced at 9:30 a.m. on May 19, 2021.

IV. Attendance

Applicants:

Joe Weber, JD Weber Construction
Kevin Lee, Parker Mynchenberg & Associates
Parker Mynchenberg, Parker Mynchenberg & Associates
Dick Smith, ICI Homes (Zoom)

Staff:

Steven Spraker, Planning Director
Robin Gawel, Senior Planner
Lynn Carter, Utilities Engineer
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official (Zoom)
Jason Weidenmiller, Engineering Inspector
Marcella Miller, Office Manager

V. Meeting with Applicants – Scheduled Items for Review

B. 2162 Ocean Shore Boulevard, Verona Oceanside Pre-Construction Meeting

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

Mr. David Allen, Planning Civil Engineer, led the preconstruction meeting.

The applicants **provided the following** information regarding 2162 Ocean Shore Blvd., Verona Oceanside Pre-Construction Meeting:

- The state permits for the water and sewer applications were processed on 5/14/21 and handed to Mr. Allen. The NPDES permit will be sent.
- The site project is tentatively scheduled for 6/1 or 6/2, 2021.
- It was determined that the waterline and sewer are outside of the easement and right-of-way.
- The driveways will not be installed until the buildings are built. The driveways may get compacted to grade.
- The paver driveways will be done after the water and sewer are cleared. There will be a maintenance bond for one year.
- The watermain will be stubbed up.
- When the improvements are made the plat will be recorded.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Mr. Jason Weidenmiller, Engineering Inspector; and Mr. Tom Griffith, Chief Building Official **provided the following** information:

- The development order has been approved.
- The permit list and inspection list was distributed.
- It was advised that Mr. Weidenmiller is the engineering site inspector.

- The tentative project schedule for the site work is to be e-mailed to Mr. Allen.
- **Building:**
 - It was advised that separate permits are required for the entrance sign, the dumpster enclosure, fence and wall.
- **Testing Requirements:**
 - All density tests over utility pipe lines are to be submitted to Mr. Weidenmiller.
 - Video sanitary sewer gravity mains, including the laterals. A city representative must be present.
 - **As-built requirements:**
 - As-builts are required for the piping and inverts.
 - Submit digital preliminary file for review.
 - Final drawings – Submit three (3) paper copies, mylar, disk or digital copies of both pdf and autoCAD.
 - Engineer certify and submit.
- **Inspections/Projects Process:**
 - Erosion Control; silt fence and required tree protection required prior to construction.
- **Final Inspection Procedures:**
 - 95 percent review and punch list will be provided by Mr. Weidenmiller.
 - Final Inspection.
- **Engineering, Stormwater & Utility requirements:**
 - The Engineering application costs and a copy of the contract are required.
 - Direction to contact Mr. Weidenmiller when making utility connections.
 - 24-48 hour notice required prior to connections to public utilities.
 - The new standard is epoxy lined fittings, bends, valves, tees, etc.
 - It was determined that when the water and sewer are complete the clearance package will be accepted and when everything is cleared around it. When the base material is up to the manhole and if the pressure test was completed, must chlorinate and back tease. Heavy equipment going over the lines is unacceptable.
 - Improvements to be done on top of the water and sewer before documents are signed. The line should be protected. From the sanitary sewer cleanout in the easement to the building is private. Subgrade compaction may be required over it. The base must be prepared through the easement. Additional information to follow.
 - The City Attorney's Office will handle the Utility Easement Form.
- A sketch and legal is required for the utility easement as Ormond Beach will not approve the plat.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Inspections requested before 6:00 a.m. can usually be accommodated the day of.
- It was advised to make the contractors and inspectors aware of any changes or outstanding items.

VI. Adjournment

The meeting adjourned 9:52 a.m.

The SPRC Meeting commenced at 10:30 a.m. on May 19, 2021.

VII. Attendance

Applicants:

Casey Oswald, Waffle House

Billy Fallon, Waffle House

Staff:

Steven Spraker, Planning Director

Robin Gawel, Senior Planner

Lynn Carter, Utilities Engineer

David Allen, Planning Civil Engineer

Tom Griffith, Chief Building Official (Zoom)

Cara Culliver, Landscape Architect

Marcella Miller, Office Manager

VIII. Meeting with Applicants – Scheduled Items for Review

C. 1570 N. U.S. Highway 1, Waffle House

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

Mr. David Allen, Planning Civil Engineer, led the meeting.

The applicants **provided the following** information regarding the 1570 N. U.S. Highway 1, Waffle House:

- The site plan is for building and parking renovations.
- The renovation is estimated at three months.
- A new waterline will go into the building.
- A new grease tank with concrete over it will be installed.
- A new dumpster enclosure will be installed with new concrete.
- Two new ADA parking spaces will be put in. Three parking stalls will also be put in with a concrete apron and a trench across the new waterline. Seal coat is requested to replace the repaving. David Allen will meet on site to review the existing pavement.
- The existing tap will be used for the connection with new line to the building.
- The dumpster enclosure will have a 20' concrete approach and black steel gates.
- Working with Pine Valley Property Services landscape architects.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Ms. Cara Culliver, Landscape Architect; and Mr. Tom Griffith, Chief Building Official, **provided the following** information:

- The development order has been approved.
- The Engineering Permit # is 21-4005. (The permit list was distributed)
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- The tentative project schedule for the site work is to be e-mailed to Mr. Allen.

- **Building:**
 - The building permit is issued.
 - It was advised to prioritize the concrete pours.
- **Landscaping:**
 - Work with Ms. Culliver regarding any plant substitutions.
 - The greenbelt buffer requires that 60 percent of the plants be native.
 - It was determined that a well can be put in for irrigation. The drawing must be submitted to Ms. Culliver that includes the connection lines. An irrigation well permit from the County is required.
- **Testing Requirements:**
 - As the site is backfilled, the sewer lateral needs density tests completed for the line. All density tests for the parking lot are to be submitted to Mr. Weidenmiller.
 - Video water main and new grease trap and line from the trap to the manhole. A city representative must be present.
 - **As-built requirements:**
 - As-builts are required for the piping and inverts. The location and as-built on the waterline is also required.
 - Submit digital preliminary files for review for GIS.
 - Final drawings – Submit three (3) paper copies, mylar, disk or digital copies of both pdf and autoCAD.
 - Engineer certify and submit.
- **Inspections/Projects Process:**
 - Erosion Control; silt fence and required tree protection required prior to construction.
 - Designation of Construction Entrance.
- **Final Inspection Procedures:**
 - 95 percent review and punch list will be provided by Mr. Weidenmiller.
 - Final Inspection.
- **Engineering, Stormwater & Utility requirements:**
 - It was discussed that a contractor has to do the tap for the irrigation meter. . The City will bring the meter. The Owner may consider the use of an irrigation well. The contractor will contact the City
 - It was determined that the City tap and meter is approximately \$345.00 and \$2800.00 for the impact fee.
- The site plan is required to specify the dumpster enclosure footing details and include a structural or shop drawing. If the bollards are in the back, 10' clear front to back, 10' side to side and the height on the bollards cannot be higher than the wall itself.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Inspections requested before 6:00 a.m. can usually be accommodated the day of.
- It was advised to make the contractors and inspectors aware of any changes or outstanding items.

IX. Adjournment

The meeting adjourned 10:55 a.m.

The SPRC Meeting commenced at 11:00 a.m. on May 19, 2021.

X. Attendance

Applicants:

Jan Smith, Wally World Gallery
Ken Smith, Wally World Gallery
David King, Contractor

Staff:

Steven Spraker, Planning Director
Robin Gawel, Senior Planner
Lynn Carter, Utilities Engineer
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
Marcella Miller, Office Manager

XI. Meeting with Applicants – Scheduled Items for Review

D. 148 Tomoka Avenue, Gym

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

The applicants **provided the following** information regarding 148 Tomoka Avenue, Gym:

- The applicants expressed interest in changing the zoning and use from a storage to a gym with handicapped accessibility.
- Discussion occurred regarding the concern in meeting the 2 percent cross slope, and having to stake it out to regrade.
- The modifications to the bathroom will meet ADA requirements.
- Plans to combine two parking spaces to make one ADA parking space. The small space leftover from the alteration may be used for motorcycle parking.
- The landscaping plan was submitted.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Mr. Jason Weidenmiller, Engineering Inspector; and Mr. Tom Griffith, Chief Building Official, **provided the following** information:

- Mr. Spraker thanked the applicant and contractor for attending the SPRC meeting.
- Staff reviewed that there were site improvements, handicapped parking and landscaping improvements, required because the existing site was use for personal storage and now seeks a gym use.
- The handicapped parking requirements are contained in the Land Development, Florida Statutes, and the Florida Building Code.
- The landscape plan has been finalized and there were no comments on that plan.
- A discussion occurred regarding the need to verify the elevations of the handicapped parking space and the ramp into the building.

- The applicant expressed concern with obtaining a surveyor services for the design based upon on a long lead time until they can provide services.
- Discussion occurred regarding handicapped parking space as follows:
 1. The parking spaces is required to be 12' wide with a 5' wide access aisle.
 2. The standard detail for the handicapped space needs to be included in the permit submittal.
 3. The contractor can preform the spot grade elevations for the purpose of the permit.
 4. Final elevations of the handicapped parking space and the access ramp are required from a surveyor.
 5. Elevations are required on all four corners of the parking area and the access aisle
 6. It was advised that the cross slope can be no more than 2 percent and 5 percent longitude.
- For the building permit, the stair detail is required that specifies the dimensions of each step and the handrail.
- Mr. Spraker stated if there were any questions or issues, the applicant or contractor can contact him via e-mail or telephone call.

XII. Adjournment

The meeting adjourned 11:20 a.m.

The SPRC Meeting commenced at 11:30 a.m. on May 19, 2021.

XIII. Attendance

Applicants:

Eric Joseph, Florida Moves
Wayne Helmer
Lucas Gruesler
Joe, Carlton Fields Law Firm

Staff:

Steven Spraker, Planning Director
Robin Gawel, Senior Planner
Lynn Carter, Utilities Engineer
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
Marcella Miller, Office Manager

XIV. Meeting with Applicants – Scheduled Items for Review

E. Multi-Family Development, North U.S. Highway 1

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

The applicants **provided the following** information regarding the Multi-Family Development, North U.S. Highway 1:

- Interest expressed in designing a multi-family development with commercial. Single-family and multi-family was discussed with three to four units together (duplexes and triplexes). Up to 600 units. The front portion is proposed to be commercial with multi-family in the interior of the property.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; and Mr. Tom Griffith, Chief Building Official, **provided the following** information:

- It was advised that the commercial low-density zoning district does not permit single-family housing. The zoning district allows three minimum (3) attached dwelling units, maximum of ten (10) units per acre. The zoning district also allows mixed use but not single-family. The total parcel can have two land uses and zonings. Concern was expressed with putting residential so close to a major arterial roadway. If interested in mixed use, the retail use can provide a buffer from the roadway to the residential uses.
- Discussion occurred that if the site were intended for retail use ‘only’, it would entail a site plan.
- To change the land use and zoning, the process would take up to four to six months. Planning staff will share the flowcharts on this and for a preliminary plat.
- The applicant would need to provide the data and analysis of why residential is appropriate in the area is required for the land use amendment. Once the land use is complete, there is the ability to do a straight zoning through the site plan process.

- A proposal is required with utility calculations including approximate acreage and the proposed layout. Feedback and concerns will be exchanged following.
- **Landscaping requirements:**
 - The wetland areas need to be identified in the land use and data analysis.
- **Engineering, Stormwater & Utility requirements:**
 - Concern expressed that there is not enough capacity to provide service for single or multi-family development without alterations to the 6 inch force main. There are no future capital projects to extend the force main in the area.
- It was advised that the Site Plan Review Committee (SPRC) meets every Wednesday.

XV. Adjournment

The meeting adjourned 11:52 a.m.